

MINUTES OF BOARD OF TRUSTEES' MEETING
HELD FEBRUARY 27, 1964 at ROBERT TREAT HOTEL

Present:	Miss Voigt	Mr. Osborne	Mr. Watson
	Mr. Cooper	Mr. Wilson	Mr. Beresford
	Mr. Barlow	Mrs. Lynn	Mrs. Warren
	Mr. Schein	Mrs. Rosenberg	Mr. Kilduff

In the absence of Mr. Hardin and Dr. Wood, Miss Voigt, 2nd Vice President presided.

Minutes of last Board meeting were accepted as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report and it was accepted as presented. However, prior to its acceptance, it was explained the true cost of running the agency for 1964 will be reflected in the February report. The January 31st report shows the combined budgetary requests submitted to the Welfare Federation.

The Audit by Peat, Marwick & Mitchell of the Belleville Agency was given to the Board members present and discussed by Mr. Watson. It was accepted as submitted. For the record, the entire Audit Report is made a part of these minutes (see attached).

CASE COMMITTEE REPORT

The Case Committee met on Tuesday, February 18th. At this meeting the committee discussed the following:

1. The study of drug addiction being done by Mrs. Fawcett to be completed by March 16th.
2. Dr. Leontine Young's report "Action Project on the Prevention of Family Disorganization."
3. F.S.A.A. report on Casework Practices.
4. Case Committee explored the Belleville operations and how they would fit into the present operations of the Family Service Bureau.
5. The project Family Service Bureau is now undertaking with F.S.A.A. on Marriage Problems.

Mr. Schein commented on the action of the committee at this meeting and the Board of Trustees was impressed at the work it was doing. (A copy of the minutes of the Case Committee held February 18th is on file in the agency office).

PERSONNEL POLICIES REPORT

In the absence of Mr. Mardinger, Miss Voigt presented to the Board the following: During the year 1964 many of the holidays allowed under our Personnel Policies will fall on Saturday. For example, Memorial Day and July 4th. Some organizations in the Newark area and throughout the country gave the Friday prior to Washington's Birthday off (Family

Service Bureau did not) and are giving the Friday prior to Memorial Day and July 4th. Many of the staff asked the Executive Secretary if consideration would be given for Memorial Day and July 4th. Since no provision is within our Personnel Policies for such changes and since our present policies are excellent, this request is a matter for Board discussion. In the discussion that followed, Board members felt July 3rd would be declared the day for celebrating Independence Day. However, there was no clear decision throughout the state as yet what many industries were going to do for Memorial Day. It was the consensus, after discussion, that the staff of Family Service Bureau be granted the Fridays before Memorial Day and July 4th as legal holidays. However, it was also decided this should not be considered as establishing a precedent. If and when again most holidays fall on Saturday, it should again be brought before the Board for a decision.

BUILDING & OPERATIONS REPORT

Mr. Wilson reported that both Mr. Watson and himself, together with Mr. Hardin had reviewed the lease for the new quarters at 383 Washington Avenue and both he and Mr. Watson had looked over the quarters and found them most adequate and far superior to the present location of the Family Service Bureau at 280 Washington Avenue. Mr. Hardin signed the lease and it is the intent to move the offices from 280 Washington Avenue to the new location on or before April 1st. The cost of remodeling the offices at the new location will be \$493.00 and will provide three good sized offices, for a clerical worker and two professional people. The report of Mr. Wilson was accepted as presented.

AGENCY ACTIVITY REPORT FOR 1963

Mr. Kilduff gave the agency report for 1963 and it is hereby made a part of these minutes (attached). The Board was quite interested in the number of cases that were serviced outside the area. Mr. Kilduff indicated these represent people who work in Newark but live elsewhere and our intake policies state people who live or work in Newark may be serviced by Family Service Bureau. He also presented to the Board a percentage breakdown just completed for the Welfare Federation Agency Review Committee for the year 1963. 1182 families came to the Bureau in 1963. Initial contact was made 67% of the time by the female and 33% by the male. The age group and problems presented in our caseload throughout 1963 were as follows:

Age Group -	15-20	20-30	30-40	40-50	50-60	60-70	Total
<u>Problem</u>							
Pre-Marital	.1%	2%	-	-	-	-	2.1%
Marital	-	8%	30%	17%	2%	-	57%
Parent-Child	-	4%	16%	3%	-	-	23%
Mental Illness	-	-	1%	2.5%	-	-	3.5%
Multi-Problem	1.7%	-	1%	1%	-	-	3.7%
Older Citizen	-	-	-	-	-	2.7%	2.7%
Personal Adjust.	2%	3%	-	3%	-	-	8%
Total	3.8%	17%	48%	26.5%	2%	2.7%	100%

The age groups having most problems seemed to be 30-50 category. 74.5% of the service rendered by the agency in 1963 was rendered to this age group.

OTHER BUSINESS

WELFARE FEDERATION REVIEW MARCH 19, 1964

Mr. Kilduff informed the Board the Welfare Federation will review our agency on March 19, 1964. In past years, the Welfare Federation was accustomed to visit each agency yearly but have found this to be inadequate and a waste of time for many members on their Budget Committee. Beginning with 1964, all agencies will be reviewed every three years. Welfare Federation asked Family Service Bureau if they would be one of the agencies to be reviewed this year. We accepted and the date has been set for Thursday, March 19th. A questionnaire submitted by the Welfare Federation has been prepared and will be discussed at this meeting. It is the intent of the Welfare Federation that this be a two-way street, and any questions or gripes Boards or individual members of Boards may have about the Welfare Federation should be asked at this time.

RESOLUTION RE MR. JOHN ELLIS

Miss Voigt suggested that a resolution be drawn by the Board of Trustees noting the work Mr. John Ellis, who died on 2-12-64, had done for the Bureau. The Executive Secretary was asked to draw up this resolution and after approval by Mr. Hardin, the President, to send it to Mrs. John Ellis.

BE IT RESOLVED that the Board of Trustees of The Family Service Bureau of Newark suffered a severe loss in the passing of John M. Ellis on February 12, 1964

BE IT FURTHER RESOLVED that the Board recognizes the great contribution he made to The Family Service Bureau of Newark, through his many years of valued service as a member of the Board of Trustees and later as President of the Board

BE IT FURTHER RESOLVED that the Board of Trustees extend to the family of John M. Ellis their deepest sympathy.

The community has lost a remarkable, sensitive and understanding human being.

DATE OF BOARD MEETING FOR MARCH

Since the regular March meeting will fall on the fourth Thursday, which this year will be Holy Thursday for the Christian World, it was suggested the Board Meeting for March be advanced one week to MARCH 19. It will be held at the Robert Treat Hotel at 6:15 p.m. Please note the change.

Meeting adjourned.

Edward V. Kilduff
Executive Secretary

FAMILY COUNSELING SERVICE OF BELLEVILLE

Statement of Cash Receipts and Disbursements

Year ended December 31, 1963

Balance in banks and on hand, December 31, 1962:

Fidelity Union Trust Company - checking account	\$ 2,729.28
Peoples National Bank & Trust Co. - checking account	488.41
DeWitt Savings & Loan Association - savings account	2,127.10
Cash on hand	<u>78.15</u>

5,422.94

Receipts:

Welfare Federation of Newark, N.J.	\$ 14,755.00
Newark Evening News Christmas Fund	3,640.00
Municipal Welfare Department, Belleville, N.J.	450.00
United Fund, Belleville, N.J.	179.48
Restricted - Case 361	250.00
Fees charged to clients	329.00
Interest on savings account	<u>135.72</u>

19,739.20

Disbursements:

Salaries and wages	11,660.00
Payroll taxes	330.81
Retirement plan	591.00
Rent	1,300.50
Financial aids to clients	509.99
Psychiatric consultation	285.00
Therapy material	15.78
Literature and education	22.15
Dues	500.00
Telephone	384.92
Insurance	151.13
Office maintenance	167.50
Stationery and supplies	56.64
Stamps	58.30
Travel	189.10
Convention	30.00
Sundry	<u>41.70</u>

16,294.52

Excess of receipts over disbursements

3,444.68

Balance in banks and on hand, December 31, 1963:

Fidelity Union Trust Company - checking account	6,389.40
Peoples National Bank & Trust - checking account	118.02
DeWitt Savings & Loan Assn. - savings account	2,262.82
Cash on hand	<u>97.38</u>

\$ 8,867.62

APPLICATIONS DURING 1963 WERE
FROM FOLLOWING COMMUNITIES

Newark	650
Kearny	36
North Arlington	23
Harrison	4
Irvington	46
	<u>759</u>

Bayonne	8	Mountain Lakes	1
Belleville	15	Mountainside	1
Bergenfield	1	New Brunswick	1
Bloomfield	16	New York City	2
Bordentown	1	Newton	1
Brooklyn, N.Y.	2	North Bergen	3
Butler	1	North Brunswick	1
Caldwell	3	North Caldwell	1
Cliffside Park	2	North Carolina	2
Colonia	3	Nutley	2
Cranford	2	Orange	1
Dumont	1	Palisades	1
East Brunswick	1	Paramus	1
East Orange	24	Passaic	2
Edison Township	1	Port Monmouth	1
Elizabeth	8	Princeton	1
Fairview	2	Ramsey	1
Garwood	2	Red Bank	1
Glen Ridge	1	Roselle	1
Hackensack	2	Roselle Park	1
Hartford, Conn.	1	Rutherford	4
Hazlett	2	Saddle River	1
Highland Park	1	Saddle Brook	1
Hillside	4	Short Hills	1
Hoboken	1	South Orange	1
Iselin	1	Trenton	1
Jersey City	11	Union	5
Lake Hiawatha	1	Upper Montclair	1
Lakewood	1	Wallington	1
Linden	1	Wayne	2
Little Falls	1	Weehawken	3
Livingston	1	West Caldwell	2
Lodi	1	West New York	3
Lyndhurst	3	West Orange	5
Maplewood	6	Woodcliffe Lakes	1
Millburn	3	Woodridge	1
Montclair	3		
Montville	1		

Total number of applications in 1963 957

Carried over from December 31, 1962 225

Total for year 1963 (families) 1182

STATISTICS - JANUARY thru DECEMBER 1963

Carried over from December 31, 1962	225
Total number of applications in 1963	957
Total number of families handled in 1963	1182
Average intake per month	80
Average number of active cases per month	241
In-person interviews in 1963	6772
In-person interviews in 1962	6696

SOURCES OF REFERRAL

Personal	305
Former Contact	141
Friend, relative, neighbor, etc.	104
Doctors	23
Clergy	14
Lawyers	9
Employers	18
Publicity	12
Board Members	3
Courts, Probation Dept.	81
Schools, Guidance Dept.	63
Other Social Agencies	164
	<u>657</u>